**Continuous Improvement Plan**

**Date:** 2/11/23 **Name of Program/Unit: Medical Assisting Advanced Practice**

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**Table 1: CIP Outcomes, Measures & Targets Table (focus on at least one for the next two years)**

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| **A. Expected Outcome(s)**Results expected in this unit(e.g. Authorization requests will be completed more quickly; Increase client satisfaction with our services) |  **B. Measure(s)**Instrument(s)/process(es) used to measure results(e.g. survey results, exam questions, etc.)Include Course Information and Semester in which assessment will occur | **C. Target(s)**Level of success expected(e.g. 80% approval rating, 10 day faster request turn-around time, etc.) |
| Increase the number of program completers that attempt the Registered Medical Assistant certification upon graduation from the program.  | Students will take the Registered Medical Assistant certification. exam administered by the American Medical Technologists.  |  85% of students in each cohort will take and pass the certification exam within 6 months of completing the program.  |
| Students will calculate proper dosages of medications for administration to patients. | Students will take an exam with approximately 25 dosage calculation problems based on patient scenarios in MDCA 1448 Pharmacology & Administration of Medications.  | 80% of students score 80% or better on this assessment on their first attempt. |
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**Description of Fields in the Following CIP Tables:**

**A. Outcome(s)** -Results expected in this program (e.g. Students will learn how to compare/contrast conflict and structural functional theories; increase student retention in Nursing Program).

**B. Measure(s)** -Instrument(s)/process(es) used to measure results

(e.g. results of surveys, test item questions 6 & 7 from final exam, end of term retention rates, etc.)

**C. Target(s)** -Degree of success expected (e.g. 80% approval rating, 25 graduates per year, increase retention by 2% etc.).

**D. Action Plan** -Based on analysis, identify actions to be taken to accomplish outcome. What will you do?

**E. Results Summary** - Summarize the information and data collected in year 1.

**F. Findings** - Explain how the information and data has impacted the expected outcome and program success.

**G. Implementation of Findings** – Describe how you have used or will use your findings and analysis of the data to make improvements.

**Table 2. CIP Outcomes 1 & 2 (FOCUS ON AT LEAST 1)**

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| 1. **Outcome #1** Increase the number of program completers that attempt and pass the Registered Medical Assistant certification exam upon graduation from the program.
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| 1. **Measure (Outcome #1)** Students will take the Registered Medical Assistant Certification exam administered by the American Medical Technologists.
 | 1. **Target (Outcome #1)** 85% of students in each cohort will take and pass the certification exam within 6 months of completing the program.
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| 1. **Action Plan (Outcome #1)** The program director will conduct a workshop for all students covering the application process for taking the exam. Students will also take a review course during their clinicals to prepare them for the exam.

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| 1. **Results Summary (Outcome #1)**
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| 1. **Findings (Outcome #1)**
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| 1. **Implementation of Findings**
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| 1. **Outcome #2** Students will calculate proper dosages of medications for administration to patients.
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| 1. **Measure (Outcome #2)** Students will take an exam with approximately 25 dosage calculation problems based on patient scenarios in MDCA 1448 Pharmacology & Administration of Medications.
 | 1. **Target (Outcome #2)** 80% of students will score 80% or better on this assessment on their first attempt.
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| 1. **Action Plan (Outcome #2)** Faculty will first teach basic math skills including fractions, decimals, percents and proportions. Then, through a series of lessons and lab activities, students will practice calculating dosages for various patients prior to taking the exam.
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| 1. **Results Summary (Outcome #2)**
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| 1. **Findings (Outcome #1)**
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| 1. **Implementation of Findings**
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